



CITY OF NEW ORLEANS

Mitchell J. Landrieu, Mayor

MITCHELL J. LANDRIEU  
MAYOR

PURA BASCOS  
DIRECTOR

**Application for a For Tour Planner License  
Instruction Sheet**

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed, and notarized.**

**Submit as attachment #1:** Proof of Citizenship or Permanent Residence.

**Acceptable Documents:** Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Residence Card.

**Submit as attachment #2:** Proof of Residency.

**Acceptable Documents:** Utility bill, water bill, landline telephone bill, mortgage/rental agreement in applicant's name.

**Submit as attachment #3:** Certified copy of Articles of Incorporation or Articles of Organization and Louisiana Secretary of State identifying the name(s) and position(s) of all officers and members. Applicant must submit a notarized letter signed by the officer (s) and/or member (s) of the company authorizing the applicant to conduct business on behalf of the company.

**Submit as attachment #4:** Orleans Parish Occupational License. (Business required to maintain a business office in Orleans Parish)

**Submit as attachment #5:** Comprehensive Liability Insurance must be obtained in the amount of \$300,000.00.

**Submit as attachment #6:** A Fidelity Bond in the amount of \$10,000.00 shall be secured by the business.

**FEDERAL BACKGROUND CHECK AND PROOF OF RESIDENCY ARE REQUIRED FOR EACH APPLICANT.**

**\*\*You are encouraged to familiarize yourself with New Orleans City Code Chapter 30\*\***

**A copy may be obtained from the Clerk of Court's Office, or online at**

**[www.municode.com](http://www.municode.com)**

**NOTICE:** An applicant shall not be eligible for a Tour Planner License if he/she does **not** meet or maintain the following requirements:

- (1) Be at least 18 years of age.
- (2) Be a citizen or permanent resident of the United States.
- (3) Currently reside in Orleans Parish.
- (4) All changes of individuals authorized to conduct business on behalf of the company shall be reported to the Taxicab and For Hire Vehicle Bureau within ten (10) working days of such changes. The failure to certify within such time or to possess the qualifications required of the individuals under this article shall be cause for the suspension of license held by such corporation, association, or partnership.
- (5) A Tour Planner License may be either suspended or revoked by the Director of the Department of Safety and Permits for the following causes:
  - (a) Violations of rules and regulations of conduct and ethics established by the Department of safety and Permits;
  - (b) Nonpayment of fees; or
  - (c) Issuance of a license on the basis of false and/or incomplete information furnished by the applicant.
- (6) All Tour Planners must maintain a business office with a telephone number in Orleans Parish.
- (7) All Tour Planner licenses expire **annually** on December 31. The Tour Planner License shall be applied for and renewed at a fee of \$500.00 and provision of evidence that the business continues to possess the necessary qualifications for holding a Tour Planner License.



**Taxicab and For Hire Vehicle Bureau  
Tour Planner Application**

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**BUSINESS INFORMATION:**

Business Name\_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

**APPLICANT INFORMATION:**

Full Name\_\_\_\_\_

Residence Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Louisiana Driver's License or La. Identification# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Full Name\_\_\_\_\_

Residence Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Louisiana Driver's License or La. Identification# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please attach the following documents with application:**

- \_\_\_\_\_ Comprehensive Liability Insurance in amount of \$300,000.00
- \_\_\_\_\_ Fidelity Bond in amount of \$10,000.00
- \_\_\_\_\_ License fee \$500.00 (Cashier's Check or Money Order payable to the City of New Orleans or payment by company Discover Card or Master Card).

**LICENSE HOLDER CERTIFICATION**

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED \_\_\_\_\_, who, being by me first duly sworn, deposes and says that he/she is an applicant for a Tour Planner License, and in accordance with New Orleans City Code Chapter 30, does request the Taxicab and For Hire Vehicle Bureau issue/renew a Tour Planner License, and that all statements in this application are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print, Type, or Stamp Commissioned  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ My Commission Expires:

Type of Identification Produced \_\_\_\_\_